

INDIAN HILL BOOSTER ASSOCIATION

Guidelines for a Request, 2018-2019

The Indian Hill Schools Booster Association encourages and supports the administration, faculty and coaches' efforts to offer the students of the Indian Hill school system the opportunity to participate in EXTRACURRICULAR activities.

Recurring annual finding requests MUST be made to the Booster Association by June 30 so they may be factored into the 2018-2019 budget. Impromptu requests will be accepted during the school year but they should be submitted with sufficient notice³ so they may be presented at the next Board meeting. The person/persons submitting the request is HIGHLY ENCOURAGED to attend the meeting so that the Board members are able to ask questions regarding the request.

1. All athletic-related requests should be submitted to Mr. Matt Haskamp, IH Athletic Director. Non-athletic requests should be submitted to your school principal. Completed forms can be emailed to Mike Wentz, Booster President at mike@wentzdesign.com or put in the Booster Association mailbox located at IHHS.
2. After a preliminary review, the request will be given to the Booster Board for consideration. You may be asked to come to a Booster Board meeting to provide further explanation and information regarding your request.
3. Please do not make any commitment (financial or otherwise) until you have received formal approval from the Boosters following consideration of your request.
4. The IH Booster Board typically meets the second Monday of each month at IHHS in the Multi-Purpose room; dates are listed on the school calendar. Please try to have your request in prior to the meeting so that any questions may be answered.

Amount Requested: _____

Item to be purchased or reason for funding request:

Recommended supplier of goods and or services. Have you researched a variety of vendors?

How soon can delivery be scheduled? Or, date of event funds are needed for:

If applicable, who will fund ongoing maintenance costs, etc.?

How many students will benefit from the requested item(s)? How will they benefit?

What will be the effect on students if funding is not approved?

Please provide any additional information to support your request (attach additional sheets as needed).

Requester Name and Title _____ Date Submitted _____

Requester's Email Address _____

Principal/Athletic Director Recommendation: _____

<i>For Boosters Use Only</i>		
<i>Received</i> _____	<i>Reviewed</i> _____	<i>Action</i> _____
<i>Notification</i> _____	<i>Follow-up</i> _____	